香港教育大學
The Education University of Hong Kong

## Project Assistant (Ref: 2600970)
## Academy for Applied Policy Studies and Education Futures

The Academy for Applied Policy Studies and Education Futures (AAPSEF) is seeking an inspirational and energetic candidate for the position of Project Assistant to support its expanding scope of learning and teaching initiatives. This is an exciting opportunity for individuals who wish to contribute to dedicated teams and advance their careers in higher education.

The appointee will be responsible for supporting the programme, such as the Master of Social Sciences in Elderly Care Service Management and Social Governance [MSocSc(ECSMSG)], to ensure the smooth operation of the programme with a focus on programme admission and promotion. He or She will undertake a wide range of administrative duties, including assisting in admission exercises, meetings, marketing campaigns, student activities and events, coordinating timetabling exercises, communicating with Academies, Departments, Units, teaching staff and students, maintaining the general administration and records of the Programme Office, providing pastoral care to students and alumni, and performing any other duties as assigned by the Programme Leader and his or her delegate(s). The initial appointment will be for a period of 2 years with the possibility of renewal subject to mutual agreement.

Applicants should have a recognised Bachelor's degree. They should be highly proficient in both written and spoken English and Chinese (Cantonese and Putonghua). Candidates should demonstrate strong teamwork skills, attention to detail, the ability to work under pressure, as well as possess excellent organisational, communication, and interpersonal skills, along with a strong sense of responsibility. They should also be self-motivated, mature, able to work independently and adaptable to changes.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the online application form and upload a full CV on or before **24 November 2026**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to http://www.eduhk.hk/jobsopp/index.php?glang=en.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at *http://www.eduhk.hk.*

**EdUHK is an Equal Opportunities Employer.**

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